



Job Opportunity

State Controller's Office

Position: Staff Services Management Auditor/
Associate Management Auditor (EDP Unit) **Statewide**

Location: Division of Audits
3301 C Street, Suite 705, Sacramento, CA 95816

Issue Date: April 6, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, (916) 323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply. Must submit proof of graduation from appropriate college or university.

California Relay Service: 1-800-735-2929

Position Number(s): 051-643-5841-XXX
051-643-4159-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With direction provided by a Senior Management Auditor, the incumbent will perform at the full journey level, exercising independence and proficiency in examining management controls in a single agency, a small group of related agencies, or private enterprises under the jurisdiction of the Office of the State Controller. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Ensure audit work is properly supported and sufficient to enable an expression of an opinion on the fairness of the financial reports, and is in accordance with SCO audit policies and general accepted auditing standards.
- Make preliminary review and analyses of the entity to be audited to determine required hours to complete each step in the audit planning memorandum. Conduct entrance and exit conferences. During the entrance conference, state the nature, purpose, and objectives of the audit. At the exit conference, discuss preliminary findings or problems encountered.
- Evaluate auditee's accounting and administrative systems, expressing an opinion as to adequacy and make recommendations where appropriate.
- Plan and complete assigned audits effectively within predetermined budgeted hours. Recommend to the Senior Management Auditor of any needed revisions and updates of the audit program or approach. Inform the Senior Management Auditor of the audit process, audit problems, new audit areas, and other factors affecting audit operation and timeliness of reports.
- Act as lead auditor as follows: Coordinate and assign audit tasks to each team member; review audit



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



working papers for clarity and accuracy; train and assist auditors in developing audit finding and recommendations and provide the field audit supervisor with information for evaluating staff performance.

- Travel to and from audit site.

DUTIES WILL COMMENSURATE WITH LEVEL HIRED

Desirable Qualifications:

Current and Valid Driver's License

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls